IowAccess Steering Committee
Meeting Summary ✧ July 18, 1997
Department of Veterans Affairs ✧ Des Moines, Iowa
U.S. General Services Administration ✧ Washington, DC
Cedar Falls High School ✧ Cedar Falls
Ottumwa Community College ✧ Ottumwa

<u>Members Attending</u>
Jim Youngblood, Chair
Cynthia Eisenhauer
Roger Gutmann
Terry Hoil (for Paul Wieck)
Rich Jacobs (for Jerry Bair)
Robert Koob
Henry Lai
Bob Layton
Kay Lozier (for Sen. Mary Kramer)
Tom Lynch
Chuck Palmer
Nancy Richardson (for Darrel Rensink)
Sandy Scharf
Gretchen Tegeler
Tommy Thompson (for Mary Nelson)
Col. John Tymeson (for Roger Schultz)
Grant Veeder

<u>Guests</u>
Carol French Johnson
Velma McCuiston
Bill Morgan

<u>ITS Staff</u>
Linda Plazak

<u>ICN Staff</u>
Harold Bowman

<u>SPPG Staff</u>
Amy Campbell
Tori Squires
Gina Noll

Introductions
Approve Meeting Summary (6/19)
Sandy Scharf moved to approve the 6/19 meeting summary. Tegeler seconded the motion and the motion carried.

Approve Dual Role of Steering Committee
Youngblood reviewed discussion from the last meeting regarding the possible additional role of the Steering Committee serving as the IT Advisory Group for Iowa. Scharf noted that the Legislative Council has no objections to this dual role. Youngblood also noted that he discussed this with Marsha Ternus and she noted no problem with this proposal.

Robert Koob moved to approve the dual role of the Steering Committee. The motion was seconded by Roger Gutmann and the motion carried.

Staff Report
Media & Outreach Plans

Tori Squires reviewed the Media Outreach Packet which includes sample press releases for Steering Committee members to use in their communities to publicize the IowAccess effort as well as their involvement as a Steering Committee member. Also included in the packet are PowerPoint presentation handouts Steering Committee members can use when presenting to local groups and organizations. Squires noted that she and Joe Shannahan at the IowAccess office are available to address any questions. IowAccess business cards were also included in the Media Outreach Packets. Tegeler thanked staff for putting the packets together and noted they will be very helpful in sending out a consistent message.

Survey
Amy Campbell reported on the progress on the survey. The project leads reviewed the draft survey that Selzer & Company put together at their meeting Wednesday. Project leads submitted suggested changes to SPPG. Selzer & Company will survey approximately 600 people beginning this weekend. The survey will cover issues such as technology use, project information, and demographic information. Staff is planning a follow-up with a survey of businesses.

Campbell also noted that additional press releases and packet contents will be forwarded to Steering Committee as project implementation progresses.

Progress Reports
Progress reports on each project were included in the packet. Campbell noted that these reports were completed earlier in the week and some project teams have since addressed issues noted in the progress reports.

Campbell asked the Steering Committee to fill out the card that was passed out on how they would like to receive information from the IowAccess office.

Next Steps on WINGS and Kansas
Youngblood noted that a sample MOU from WINGS was included in the Steering Committee packet. Linda Plazak noted that Project 1 met earlier this week to discuss the WINGS and Kansas programs. She noted that there are beneficial aspects to each program. Plazak asked for input from the Steering Committee regarding these programs and noted that they are trying to schedule meetings with WINGS and Kansas in Des Moines to discuss the possibilities.

Eisenhauer noted that, because both programs have beneficial application, it may be best to go with the Kansas plan and attach to WINGS at a later date. Youngblood suggested that at the next meeting, the Steering Committee should make a final decision on how to proceed. Plazak noted that the two programs were not mutually exclusive.

Youngblood asked all Steering Committee members to review the information on the WINGS and Kansas programs. *Comments on these proposals should be submitted to Plazak, Baker, or SPPG before the next Steering Committee meeting.*

Plazak discussed the formation of a small group to meet with representatives from the WINGS and Kansas programs. She asked for a few volunteers to serve on the small groups. *Steering Committee members should contact Plazak, Campbell, or Youngblood to serve on this group.*

Project Discussion
Project 10
Eisenhauer reported that the team yesterday and has adjusted its project plan to include Steering Committee input. She asked for additional guidance on project goals that might not be easily evaluated. The team has also received two responses to its RFI to assess what others are doing in electronic commerce. The team interviewed one respondent yesterday and will interview the other soon.

Project 13
Pat Brockett reported that the team is a few days behind its work plan. An RFA for a pilot community will go out today or Monday. An RFP for a vendor to develop the system will go out next. week. She noted there will only be one pilot community. Brockett also noted that the questions on citizen input, and public education have been addressed in the RFA. The team is also working with Plazak on standards. It was also noted that the team will discuss a lead agency for the project at its next meeting.

Project 12
Terry Hoil reported that the committee has not met to discuss the Steering Committee's comments, but that it will conform to the established budget. *He noted the team would like guidance from SPPG in order to detail the steps to be taken.*

Project 11
Elizabeth Henderson reported that the team has made great progress since the last Steering Committee meeting. The project plan now includes construction permits and it includes a larger cross-section of businesses. She noted they are coordinating with the BLIC project, will come in line with the budget target, have expanded its membership, and are tightening up the timeframe. They will also be sending out a survey to ABI members and an RFP will be put together for consultants. *The Steering Committee asked that the team work on incorporating customer feedback into its plan.*

Project 9
Wayne Cooper reported that they are waiting for approval from the IRS to work with Iowa. The team hopes to complete its membership next week.

The team may also send out a survey to the business community to assess their interest in the project. *The Steering Committee asked that staff notify them when the IRS status is determined.*

Project 8
Marty Adkins reported that the team will be meeting on July 31 to discuss the Steering Committee's concerns. The team is looking at adding two additional members. The budget will be adjusted to meeting the target, project goals will be re-written to be more measurable, there will be a more detailed emphasis on K-12 and continuing education, target audiences will be prioritized, and focus groups will be considered to gather citizen input. In regard to the use of project funds, the project will set up a clearinghouse and hire a GIS coordinator. The project has received two proposals to house the Clearinghouse. Adkins noted that one of the applicants is ITS and, if it is chosen, it will support the GIS coordinator position long-term.

Project 7
Roger Halvorson reported that the membership is complete and the Team is scheduled to meet with Project 11 today to coordinate efforts. The team is considering using the community colleges as a link to local communities. *Bob Layton offered to assist in this effort, in particular, working with local communities to expand the intergovernmental aspect of this project.*

Project 6
Bruce Ray reported that the team has re-worked the project plan, work plan, and budget to comply with Steering Committee comments. He noted that Irene Hardisty of the Iowa Partnership Office - Fannie Mae has agreed to co-lead the team. He noted that the security issue will be addressed by having citizens check their income level and other critical information instead of providing their names and social security number. The team is also putting together an RFP for web site development and is preparing a list of Iowa vendors to mail it to.

Ray also noted that for user/citizen input they will be attaching a survey at the end of the web site for comments. They will also be talking to SPPG staff about additional surveys, etc.

Tegeler asked the project team to clarify the actual applications that will be offered at the site -- If applications will be offered. Ray noted that some banks and IFA will offer online applications, and that others may be willing to begin.

Project 5
Ron Amosson reported that the project team met yesterday. Phil Hurst, Clay County Auditor, has agreed to co-lead the team. The team has also completed its membership. The team is working on RFPs for a database

server, web site development, and to develop local budget forms. Amosson, Campbell, and Tom Slater met with ISAC to review the project and how they can be of assistance. They also plan to meet with the League of Municipalities. Amosson noted that the Team is reviewing a survey the Iowa Department of Education recently completed. ISAC is also putting together a survey for its membership. The Team plans to piggy back or use information from these surveys to support the project, instead of conducting surveys themselves.

Project 4
Darlas Shockley reported that the team is on schedule and is currently looking into hardware options.

Project 2 & 3
Pam Johnson reported that the team met on July 15. The team has identified Kirkwood Community College to be the training partner, and has chosen the ISU College of Education as the evaluator. She noted that sustainability will be addressed at the end of the implementation phase. Lai noted that he has been discussing the Arizona State University project with university personnel and they are finalizing the statement of work. He noted that a meeting will be scheduled to coordinate the Iowa and Arizona projects.

Project 1
Linda Plazak reported that the team met Tuesday. The team has put together a list of standards issues, and have asked Team Leads to identify which are the most important. The team has also developed sub-teams to work on the following issues: vendor recommendation and design, standards, citizen access, evaluation, and business policy and legislative issues. The team will look at security at the next meeting. She also noted that confidentiality and privacy will be addressed by a sub-team and that on-going administration and direction of the CIN will be reviewed. *It was noted that data integrity is also a critical point that needs to be addressed. Robert Koob noted that it is probably not adequate to tell agencies they are responsible for updating data, and that outside audits should be considered.*

Project 14
Harold Templeman reported on the Team's progress. He noted that Deb Westvold has been discussing this project with counties, and has identified a county official to serve on the Team. The team will meet next week to discuss the issues the Steering Committee identified.

Youngblood thanked the leads for responding to the Steering Committee's concerns. He noted the summaries are good and that SPPG will include a short title on the top of these for the next report. *Youngblood stated that the project leads should keep in mind that it is very important to stay with the specified budget and keep to their work plan.*

Layton stated his concern that projects will truly be useful to citizens, and asked that steps be included in the project report to cover this. Layton suggested:

- *Project plans include stronger needs assessments (i.e. is government just doing this for government, or is there a demonstrated need). This would indicate that Teams need to find support for their projects through existing data, the surveys, or other means.*

- *Project 6 look at the total number of applications filed by each agency, and track usage of electronic forms to demonstrate success.*

- *Determine markets for the projects as a whole*

Layton also noted that he would feel more comfortable with the Project 8 GIS Coordinator position if the project team defined some specific tasks to be accomplished within the next year (i.e. define the tangible results for that person, like the number of trainings to be conducted around the state).

Report from IowAccess Citizen Council
Carol French Johnson reported that the Citizen Council met on June 26 to develop its mission and goals, and to review the IowAccess structure. She noted that this is a very good, diverse group that is taking its charge and tasks very seriously. The Council is working from the belief that these project MUST be perceived by the public as being done for them — not as government doing it for government. This perception will be a challenge for IowAccess. The Council will be providing input on each project plan next week. The Council will meet again on September 19.

Adjourn
The next meeting will be held August 22. There being no further business, the meeting was adjourned.